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CONFIDENTIAL

RECORDS DISPOSITION AUTHORITY

In accordance with General Statutes and Records Disposition Authorization granted by the U. S. Congress the attached Records Control Schedule #30.01-70 for the Emergency Planning Office is approved and implementation of the disposition instructions contained therein is authorized.

X1 Preparatio [redacted]

[redacted] 25X

X1 Review [redacted]

[redacted] 25X

CIA Records Administration Officer=

12 May 1970
Date

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RECORDS CONTROL SCHEDULE

SCHEDULE NO. 30-01-79

CONCURRENCE

OFFICE, DIVISION, BRANCH

Emergency Planning Officer, Support Services Staff, DDS

SIGNATURE

TITLE Emergency Planning Officer DATE

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	OFFICE SUBJECT FILES		
a	Consists of correspondence, memos, reports, studies, etc., which relate to the policies, agreements, planning, coordination and operation of the Emergency Planning activities of the Agency:		
	a. Records that document policy, record essential activities of the Emergency Planning Office, or which may be deemed to reflect the history of this Office's activity in the Agency, with the exception of those specific series of records identified more specifically elsewhere in this schedule.		Permanent. Retain in office area as long as needed for current operations, then transfer to the Records Center.
	b. Correspondence and memoranda which are referred to or originated in the Office of the CIA Emergency Planning Office pertaining to Emergency operation or administration of the office.		Temporary. Retain in office area for current operations. After two years destroy if no longer needed.
2	EXERCISES (OPERATION ALERTS)		
	These are record copies that serve as case studies of all Emergency Operation Exercises or Tests in which the Agency was asked to participate. These files document these exercises from the initial development stage through the actual operation of the exercise culminating in a critique and when available. any improvement action that was implemented.		Permanent. Retain in office files two years, then transfer to Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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3	COMMITTEES Consists of copies of the agenda and minutes of the Interagency Emergency Planning Committee. In addition, these IEPC files document the activities of this Agency's participation on this Committee.		Temporary. Destroy when no longer needed for current operations action.
4	RELOCATION SITES These files consist of record copies of correspondence, reports and special surveys that document relocation facilities either in use, contemplated for use, or evaluated for possible use.		
	a. Surveys, studies and agreements concerning relocation facilities.		Permanent. Transfer to Records Center when no longer needed for current use.
	b. Correspondence and brochure pertaining to relocation sites needed for interim use.		Temporary. After 2 years destroy if no longer needed for current operation.
5	BUILDING EMERGENCY PLANS Consists of correspondence, memoranda, and reports pertaining to the emergency preparedness of the various Agency buildings. This activity operates in compliance with guidance as established by Department of Defense, Office of Civil Defense.		Temporary. Retain in current files area until rescinded, superseded or no longer needed. Then destroy.
6	EMERGENCY RELOCATION FORCE ROSTER Consists of memoranda, correspondence, and related materials required for the processing of Emergency Relocation Force Personnel.		
	a. Copies of memoranda received from Agency components requesting the addition or deletion of Emergency Relocation Force Personnel.		Temporary. Retain in active file one year and then destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	b. Copies of memoranda, prepared for signature of the CIA Emergency Planning Officer, informing Relocation of additions or deletions to the Agency Relocation Force.		Temporary. Retain one year in current file, hold 1 year and then destroy.
	c. Consists of copies of Office of Civil Defense Federal Emergency Assignee Identification Card. These cards contain personel physical identification of Emergency Relocation Force Personnel.		
	(1) Identification cards for active members of the Relocation Force.		Temporary. Retain Active Force cards until rescinded (Item 2 below).
	(2) Identification Cards for inactive members of the Relocation Force.		Temporary. Retain inactive cards in the Office file during current year. Hold one year and destroy.
7	CHRONO FILES Consists of copies of all outgoing correspondence prepared for the signature of the CIA Emergency Planning Officer.		Permanent. Hold in office 1 year, then transfer to the Records Center.
8	EMERGENCY COMMUNICATIONS NETS Contains planning papers and operational material pertaining to Communications facilities, procedures and apparatus used to establish emergency communications at the time of emergency. Included are agreements, operating procedures involving other Federal, State, and local Government installations.		Temporary. Retain in active Office file until rescinded or no longer needed for current operations, then transfer to the Records Center and destroy after 5 years.
9	REFERENCE MATERIAL Consists of manuals, books, guides, studies, etc., published and distributed by the Office of Emergency Preparedness, General Services Administration, Office of Civil Defense (Department of Defense), other Federal Agencies and private sources.		Temporary. Destroy when rescinded, superseded, or no longer needed for reference purposes. Review and purge annually.

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